

**City of Chattanooga, TN**  
**Personnel Class Specification**

***Class Code 0056***

**FLSA: Exempt**

**CLASSIFICATION TITLE: ASSISTANT CITY COURT CLERK**

**PURPOSE OF CLASSIFICATION**

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; assists in selecting new employees.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise; conducts training activities.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Consults with City Court Clerk and other officials to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; coordinates work activities with other departments, outside agencies, or others as needed; serves as liaison between City Court and other departments, agencies, and Judges.

Maintains department files/records; delivers/retrieves files to/from archives; shreds confidential or obsolete documentation; conducts records maintenance activities in compliance with guidelines governing record retention.

Coordinates accuracy of collections and reviews/prepares required reports; ensures proper collection of fees/fines and application to correct accounts; reviews cashier balance reports, investigates errors, and resolves problems; reviews collections reports to evaluate collection activities; prepares, analyzes, and submits collection reports/charts.

Maintains account records; disburses state monies to appropriate agencies/individuals.

Assists in developing and administering departmental budget; monitors expenditures to ensure compliance with approved budget.

Performs the duties of City Court Clerk in absence of same; assists in supervising office operations and personnel; performs the duties of Court Clerks as needed.

Performs administrative tasks; reviews work of subordinate staff to ensure accuracy and completeness; answers telephone calls, provides information, and records messages; coordinates pickup, date-stamping, distribution, and delivery of internal/external mail; prepares/submits payroll sheets and distributes payroll checks.

Performs customer service functions: provides assistance and information related to department operations, services, fees, procedures, forms, or other issues; assists attorneys with court or record problems; responds to routine questions, complaints, or requests for service; initiates problem resolution.

Delivers cases to Criminal Court or Civil Court; testifies as witness when required.

Prepares expungement orders; transmits expunge orders to police department.

Prepares or completes various forms, reports, correspondence, collection charts, payroll documents, budget documents, performance evaluations, or other documents.

Receives various forms, reports, correspondence, purchase vouchers, invoices, vehicle records, payroll documents, leave requests, job applications, collection reports, cashier balance reports, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a motor vehicle, personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, criminal information system, e?mail, Internet, or other computer programs; serves as trainer, problem solver, and information systems liaison regarding office computers; ensures integrity/security of data and adherence to NCIC/TIES requirements governing operation of criminal information systems.

Monitors inventory of office equipment, forms, and supplies; ensures availability of adequate materials to conduct work activities; initiates orders for new/replacement materials.

Communicates with supervisor, employees, applicants, other departments, city officials, Judges, court personnel, attorneys, the public, vendors, the media, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends various meetings as needed.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

### **ADDITIONAL FUNCTIONS**

Performs general/clerical tasks, which may include making copies, sending/receiving faxes, or filing documentation.

Provides assistance to other employees; performs cashier duties as needed; prepares mittimus, prisoner release, and subpoenas as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Business Administration or closely related field; supplemented by three (3) years previous experience and/or training that includes court operations, court procedures, legal office operations, general office administration, customer service, basic bookkeeping, record management, personal computer operations, and supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid NCIC/TIES Operator certification. Must possess and maintain a valid Tennessee driver's license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment

to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning**: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## **ADA COMPLIANCE**

**Physical Ability**: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements**: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors**: Performance of essential functions may require exposure to adverse environmental conditions, such as dust, temperature extremes, traffic hazards, or rude/irate customers.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**Last Edited: January 2002**